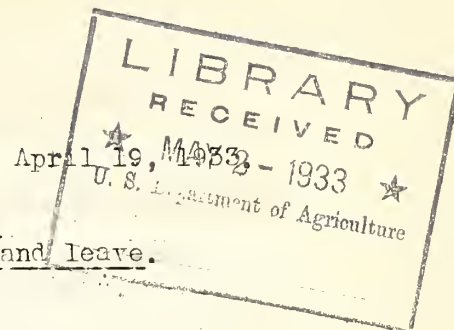


Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Biological Survey
Washington, D. C.



Memorandum for field leaders relative to compensation reductions, preparation of pay rolls, and leave.

Compensation reductions:

Reference is made to Bureau Memorandum Bi-1271 of March 27, 1933. As stated in that memorandum, the Act approved March 20, 1933, known as "An Act to maintain the credit of the United States Government," authorized the President to reduce the compensation of Government employees by a percentage of not to exceed 15 percent, the percentage of reduction made effective to be based on a comparison of the present cost of living with the cost of living for the six months' period ending June 30, 1928.

Pursuant to the Act in question, the President, having determined that the present cost of living is 21.7 percent lower than it was during the six months' period ending June 30, 1928, directed, by Executive Order, dated March 28, 1933, that for the period beginning April 1 and ending June 30, 1933, the maximum reduction of 15 percent be made from Government salaries and wages.

Accordingly beginning April 1, 1933, and continuing until otherwise advised, the basic salaries or wages of all employees paid from Bureau funds will be subject to a 15 percent reduction. There will be no exception to this rule--no matter what the rate of wages or salary paid an employee may be, nor how long he is employed, even though for only a day or less, such wages or salary will be subject to the 15 percent reduction.

By "basic" salary or wages as used above is meant, if an employee is under appointment, the salary or wages prescribed in the letter of appointment under which he is employed. In the case of a temporary employee hired under letter of authorization in accordance with paragraph 457 of the Administrative Regulations of the Department (or exception thereto applying to hunters and rodent control laborers employed for not more than six months in any one year), the basic salary or wages is the salary or wages at which employee is hired. Such salary or wages must not be in excess of the salary or wages paid for the same kind and grade of work in the same locality during the fiscal year 1932.

All provisions of the so-called Economy Act relating to furlough deductions from salaries and wages having been repealed by the Act to maintain the credit of the United States above referred to, all parts of Bureau Memorandum Bi-1230 and other previous memoranda on the subject that deal solely with furlough deductions or furlough leave were canceled effective April 1, 1933. That part of Memorandum Bi-1230 which deals with the value of subsistence, quarters, etc., furnished as a part of any employee's compensation (see pages 4, 5, 6 and 7 of Bureau Memorandum Bi-1230) remains in effect, except that the 15 percent deduction instead of furlough deduction will be made from salary or wages, including subsistence or other allowance, as determined in accordance with the instructions given on the pages of the memorandum in question.

That portion of Bi-1230 relating to preparation of pay rolls is superseded by the following revised instructions.

Preparation of Pay Rolls:

Instructions are given herewith for the preparation of pay rolls on the new Standard Forms 1074. Form 1074 (long form-with memorandum 1074-b) has space for 40 names; form 1074-d (short form-with memorandum 1074-e) has space for 14 names, but is otherwise identical with the long form 1074. All payments for personal services at other than annual salary rates are required to be made on forms 1074.

On the reverse side of form 1074 please note that the space for "Name and designation of disbursing officer" must be left blank. The space for "Authority or Identification Number" should be filled in with the Letter of Authorization to which the pay roll is chargeable, as "L. A. 12-Bi."

The names of employees under an appointment not limited as to duration should appear in alphabetical sequence at the beginning of the roll; names may appear on the roll in the usual way in which they are signed, as "John Smith, 145 Main St., Sheridan, Wyoming. -- AGENT (HUNTER)." The exact title as given in the appointment paper should be shown for each employee under appointment.

After the names, addresses, and titles of all employees under permanent appointment have been listed, the names of temporary employees appointed for limited periods or hired in accordance with paragraph 457 of the Administrative Regulations or exception thereto in the case of hunters and rodent control laborers should be listed alphabetically in a separate group.

Under the heading "COMPENSATION", the column headed "Rate of Compensation" is intended to show the cash rate of pay of the employee. Where the appointment of an employee granted him an allowance of quarters as a part of his compensation, or where an allowance of subsistence or meals is made, such allowances should be indicated as shown below:

ALLOWANCE

<u>Class</u>	<u>Value</u>	<u>Total units</u>
Quarters	\$5 mo.	1
Subsistence	\$0.75 day	1

The column headed "GROSS AMOUNT EARNED" will include the sum of all cash pay earned by the employee, and all allowances in kind for the period covered. No employees paid on pay vouchers prepared in the field are subject to retirement deductions. The gross amount earned should therefore be entered under the heading "Not subject to Retirement Deductions" and the column for retirement deductions should be left blank.

The determined reasonable value of quarters or subsistence furnished to each employee should be deducted in the respective columns provided therefor.

The heading "Comp. 15%" should be typed at the top of the blank deductions column. In this column there will be shown opposite each name appearing on the pay roll a deduction of 15% of the amount shown in the column headed "GROSS AMOUNT EARNED".

The column headed "Net amount paid" is self-explanatory.

The next column, headed "Notations of payments by check, etc." must be left blank, for the use of the disbursing office.

All periods of absence without pay must be clearly shown in the "Remarks" column. For employees paid at per diem or per hour rates, it may be more convenient to show the dates on duty than to show the days not worked.

No reference should be made on the pay roll to periods of absence from duty in a leave with pay status (annual, military, or sick leave). Any explanations of such absence on leave with pay should be made, when necessary, on a separate memorandum sent in with the pay roll, but not referred to on the pay roll.

Although employees having to their credit unused furlough leave (see Bureau Memorandum Bi-1271) may take it at any time before July 1, 1933, the fact that an employee is on furlough leave must not appear on future pay rolls. A report on Form Bi-1229 of furlough leave taken by employees paid on any roll must continue to accompany the rolls for the remainder of the fiscal year 1933. If no furlough leave has been taken during the month by an employee entitled to it, his name should appear each month on Bi-1229 anyway. Heretofore, only the names of those employees who had taken furlough leave during the month were required; but this has not proved entirely satisfactory, so please include the names of all employees entitled to furlough on the reports for the next three months.

The total of the deductions for quarters and/or subsistence or meals will be subtracted from the "GROSS AMOUNT EARNED" total on the reverse side of the voucher. The remainder from this subtraction is the amount that will be charged to the allotment under Letter of Authorization. This amount will be carried forward to the face of the voucher and shown there as in the following example:

"For services of officers and employees, etc." - - - \$100.00

"Differences" - - - Loss 15% Comp. Deductions 15.00

"Account Verified: correct for" - - - - - \$ 85.00

The left margin of the space provided for "Appropriation Summary" on the face of the voucher should be used for Letter of Authority number and project symbol chargeable with the amount shown in the "Gross Amount Earned" column as carried forward to the face of the voucher. Where more

than one project is involved, amount chargeable to each must be shown.

Instructions regarding leave:

These instructions together with those contained in Bi-1271, dated March 27, 1933, supercede any previous instructions in conflict therewith.

All applications for annual leave, military leave, sick leave, or leave without pay should either precede or accompany the pay roll to the Washington office. Furlough leave slips for employees paid on rolls prepared in the field will continue to be kept in field offices up to June 30, 1933, when this form of leave ends. Field leaders will be called on soon after June 30, 1933, however, to submit the furlough leave record for the fiscal year 1933 of all employees paid on field rolls.

The calendar year will as heretofore be the leave year for annual leave. There will accumulate therefore between April 1 and December 31 a total of $11\frac{1}{4}$ days annual leave for full-time employees which can be taken in accordance with prevailing regulations for such leave. Any of this leave not taken up to and including December 31 will carry over into the next leave year and be available for taking during that year in addition to the 15 days accruing in the new leave year. This will continue from year to year so that any accumulations from several years will be available for taking in subsequent years.

Sick leave regulations remain as set forth in Bi-1265 dated March 10, 1933.

Leave records for annual leave, sick leave, military leave, or leave without pay will be maintained in the Washington office as has been the practice in previous years (whether the employee is paid on field or Washington rolls). Leave slips should be submitted promptly to this office. The instructions regarding payment of laborers and hunters placed under appointment and relating to leave contained in Bi-1206 of May 27, 1932, are again in full effect (except that annual leave is cumulative).

This office has experienced considerable difficulty in keeping an accurate record of the periods hunters are placed on leave without pay because of transfer to cooperative rolls or are placed on administrative furlough on account of lack of funds. In most cases these changes in the status of hunters require recommendation to the Secretary, and the paper work incident to the recommendations has been much increased by reason of changes made in the field after action had been taken in the Secretary's office. For instance, we have on a number of occasions at the request of a field leader made recommendation for placing a hunter in a leave without pay status on a certain date, only to learn, perhaps weeks later, when a check was made against the pay roll that the hunter actually was placed on leave without pay on some other date. This necessitated in every instance of the kind a second recommendation to the Secretary, changing the date effective of the action. Please bear in mind that the applications for leave without pay should in every instance be submitted in advance of the date effective and in any event not later than the date pay roll is submitted and should agree with the pay rolls as submitted to

this office. No payment of salary can be approved until the discrepancies are straightened out. As much care should be taken in these matters with regard to the hunters as is taken with regular employees whose salaries are paid from the Washington office.

As both furlough leave and annual leave are available for the remainder of the fiscal year, it is important that each application clearly show which is desired.

It is presumed that field leaders understand that 18 days furlough leave accrued only to those employees from whose salaries 2-1/2 days pay was deducted each month for the period July 1, 1932, to March 31, 1933 (see numbered paragraph one of Bi-1271). If an employee was on leave without pay part of the time no furlough deduction was made from his salary for the time he was in a non-pay status, and therefore the amount of furlough leave that accrued to him would be correspondingly reduced. For example, if he was on leave without pay (whether by reason of transfer to cooperative rolls or for any other reason) for one month during the period July 1, 1932, to March 31, 1933, he would be entitled to only 16 days' furlough leave. This fact must be taken into consideration in granting unused furlough leave for the remainder of the fiscal year, particularly with regard to hunters under appointment.

W. C. Henderson.

Acting Chief.

The first part of the report is devoted to a description of the
methods used in the investigation. The second part contains the
results of the experiments. The third part is a discussion of the
results. The fourth part is a conclusion. The fifth part is a
list of references. The sixth part is an appendix. The seventh
part is a list of figures. The eighth part is a list of tables.
The ninth part is a list of symbols. The tenth part is a list of
abbreviations. The eleventh part is a list of acronyms. The
twelfth part is a list of units. The thirteenth part is a list of
equations. The fourteenth part is a list of formulas. The
fifteenth part is a list of diagrams. The sixteenth part is a list of
charts. The seventeenth part is a list of graphs. The eighteenth
part is a list of maps. The nineteenth part is a list of
photographs. The twentieth part is a list of illustrations.

Very truly yours,

J. H. P.